

MINUTES
CITY OF DIAMOND BOARD OF ALDERMEN MEETING
June 10, 2013 - 7:00 P.M.

MAYOR SHANE HUNTER CALLED THE MEETING TO ORDER AT 7:03 P.M.

OPENING PRAYER: Brenda Schmitt

PLEDGE OF ALLIEGANCE: Mayor Hunter led the group in the pledge of allegiance.

ROLL CALL: City Clerk called roll. Mayor Shane Hunter, present. Aldermen present were Billie Jo Hardy, Lisa Mitchell and Brenda Schmitt. Brian Navarro was not present.

Also in attendance: JoAnn Ohlhausen, Jesse Gibson, Charlie Writer, Duane Linch, Jennifer Towe, Alisha Bryant, Kyley Patterson, Mike Jones .

Mayor Hunter asked for the Minutes of May 13, 2013 Minutes from Council Work Session be approved. Billie Jo Hardy made a Motion to approve the Minutes, Lisa Mitchell seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none. The May 13, 2013 Regular Session Minutes, were then considered. Lisa Mitchell made a Motion to approve the Minutes for regular session. Billie Jo Hardy seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Mayor Hunter then asked for the May 21, 2013 Work Session Minutes be approved. Billie Jo Hardy made a Motion to approve the Minutes. Lisa Mitchell seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Mayor Hunter then looked to new business. Lori Smith from Wells Fargo gave a presentation on Simple IRAs. She explained the city's responsibilities to the program. She provided material for council to review and answered all questions about the program. Billie Jo Hardy made a Motion to approve the Simple IRA retirement plan with the City matching up to 3% of eligible employee contribution and the City paying fees up to \$40.00 per eligible employee. Eligible employees will be full time employees as defined by City Code and/or the Employee Manual. Part-time employees earning at least \$5,000.00 per year will be eligible on their 2 year anniversary. Brenda Schmitt seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Next the requested changes to the Employee Manual were put before the council for approval. Billie Jo Hardy made a Motion to approve the revised Employee Manual. Brenda Schmitt seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Mayor Hunter then presented the new Budget Document for the 2013-2014 fiscal year. With all appropriate changes having been made, Billie Jo Hardy made a Motion to approve the 2013-2014 Budget. Lisa Mitchell seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Next Mayor Hunter reintroduced the contract for yearly audit services from Taylor Green, P.C. Brenda Schmitt asked if any other bids had been submitted, which none had been. Brenda then asked if we could solicit for more. Brenda made a Motion to table the audit contract until more bids could be sought. Billie Jo Hardy seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Next Mayor Hunter sought approval of Bill Number 05282013 to create Ordinance 388 An Ordinance Authorizing the City Payroll. Brenda Schmitt had questions about the amount council had decided to give Vicki Wright. A discussion ensued about whether they had figured it in accordance with their intent. Brenda felt that they may have made an error and she stated that she had reviewed minutes from back when Ms. Wright was first employed and felt somehow they should have used those figures to increase her pay. JoAnn pointed out the Ordinance 354 supersedes previous Ordinances as to her pay and number of hours required for her position. Lisa Mitchell and Billie Jo Hardy then questioned if they had figured things right. Ms. Ohlhausen suggested that they table the payroll until council was able to be clear on what they wanted and that an additional meeting would be necessary to pass payroll by the July 1 deadline. Billie Jo Hardy made a Motion to table the Bill Number 05282013. Brenda seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Since Bill Number 05282013 was tabled it was necessary to table Bill Number 05212013. Billie Jo Hardy made a Motion to table Bill Number 05212013. Brenda Schmitt seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

JoAnn then addressed council about the requirements of the CDBG Grant she has been working on for the lagoon repairs. It is going to require a preliminary engineering report. She had sought to use the one developed in February 2013 and updated in April 2013 by TriState Engineering. This report lacked focus on the direct issue of the lagoon and a new more defined report would be needed to apply for the grant. Competitive bidding is not possible under the QBS statute. TriState is the plan developer and the QBS approved engineer. Brenda Schmitt made a Motion to have TriState Engineering work up the preliminary report for the CDBG not to exceed \$2,800.00. Lisa Mitchell seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Next Mayor Hunter looked to reports of City officers. Chief Mike Jones submitted a written report. He stated that his department is short an officer due to R.J. Smith now only working one day per week. He said R.J. has a family situation that has made him reduce his hours. Brenda asked if the city just paid to send R.J. to training as an instructor, and he was. Mike stated that he will still be doing classes for our officers. He asked council to allow him to hire an additional officer to cover R.J.'s hours. Council approved his hiring a reserve officer to work no more than 24 hours per week. He was instructed to keep his payroll within it current budget. Lisa Mitchell made a Motion to allow Mike to hire an officer to work up to 24 hours per week. Brenda seconded the Motion. All in favor Lisa Mitchell and Brenda Schmitt. All opposed, Billie Jo Hardy. Motion passed.

Park Board submitted a written report. A short discussion was had about the purchase of a swing set and the possibility of charging a fee to reserve the pavilion. JoAnn stated that the City cannot seek a fee for the rental of the pavilion without a vote of the people. She stated it can be placed on the ballot and set for vote. Water and Wastewater submitted a written report. No questions were asked.

The Court Clerk/City Collector submitted a written report. She stated that she finally collected a fine that had been outstanding for five years. No questions were asked.

Mayor Hunter then asked for report from council. Treasurer Lisa Mitchell stated the monthly financials and bank statements were reviewed and appeared in order. Brenda Schmitt had nothing at this time as did Billie Jo Hardy.

Mayor Hunter addressed council about the mowing of ditches in the city. He stated it is the resident's responsibility to keep the ditches mowed. It appears that Renfro had been mowing some of the ditches and the city paid for it. Now that the city is mowing for its self a couple of resident are complaining that we aren't mowing for them anymore. Council agreed resident must maintain their own property. Mayor Hunter will speak with Judge White about fines for not clearing high weed and vegetation and report back to council.

Next Mayor Hunter asked for approval to pay the listed and unlisted bills. Billie Jo Hardy made a Motion to pay bills listed and unlisted. Lisa Mitchell seconded the Motion. All in favor, Lisa Mitchell yes, Brenda Schmitt yes, Billie Jo Hardy yes. All opposed, none.

Adjourn: All business having been presented and addressed, Lisa Mitchell made a Motion to Adjourn. Billie Jo Hardy seconded. All in favor, Lisa Mitchell yes, Brenda Schmitt yes, Billie Jo Hardy yes. All opposed, none. Meeting adjourned at 8:450 p.m.

Note: *This document is a draft. It will not become an official record of proceedings until approved by the Board of Aldermen and signed by the Mayor and City Clerk.*

Minutes approved _____, 2013

Shane Hunter. Mayor

JoAnn Ohlhausen, City Clerk